



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Position:	Magistrate Judge Judicial Assistant (Regular full-time position, Excepted Service)
Location:	District of Minnesota St. Paul*
Salary Classification:	CL 27
Starting Salary:	\$45,981 - \$57,503
Salary Range:	\$45,981 - \$74,787
Closing Date:	Monday, April 21, 2008 at 5 PM

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 senior district judges, 7 authorized magistrate judges and a Clerk's Office staff of over 70 employees.

Introduction:

This full-time position is a Clerk's Office staff position for the District of Minnesota and is assigned to a U.S. Magistrate Judge. The incumbent will provide executive administrative support to the Magistrate Judge. This position is critical to maintaining the efficient and professional operation of the judicial chambers.

*Temporary assignment in Minneapolis until early September.

Representative Duties

- ☐ Receives, screens, and then refers or answers all initial communications from attorneys, the public, parties and other court personnel, professionally representing the chambers as the first, and sometimes only, contact with customers of the court. Maintains, coordinates and distributes the day-to-day calendar.
- ☐ Schedules and coordinates appearances before the magistrate judge and arranges for courtroom assignment, court reporter, telephonic appearances and interpreter as appropriate.
- ☐ Prepares written and oral communications, including writing, editing and proofreading documents and orders.
- ☐ Opens and reviews all electronic and hard-copy mail, as well as Daily Activity Reports, to notify the magistrate judge and legal staff of procedural history and what action is necessary or requested.
- ☐ Maintains and organizes all chambers files and those clerk's office files maintained in chambers.
- ☐ Reviews and prepares documents for docketing via Electronic Case Filing (ECF).
- ☐ Monitors civil cases to determine timely scheduling of pretrial conferences.
- ☐ Monitors civil and criminal cases and appropriately drafts orders regarding untimely filing of pleadings.
- ☐ Monitors prisoner and social security case filings and maintains chambers list of assigned cases.
- ☐ Works with other court personnel and legal staff to address procedural mistakes made by litigants and to maintain the confidentiality of sensitive material.
- ☐ Monitors and generates pending motions reports for magistrate judge and legal staff.
- ☐ Acts as courtroom deputy for courtroom appearances as necessary.
- ☐ Responsible for other criminal duties in absence of assigned criminal clerk.
- ☐ Prepares travel vouchers for all chambers staff.
- ☐ Coordinates activities with regard to law clerk recruitment.
- ☐ Serves as coordinator for the Central Violations Bureau and Petty Offense Docket.
- ☐ Works with Clerk's Office staff and chambers staff of District Judges.
- ☐ Provides general executive clerical support to the magistrate judge.

Qualifications:

Qualified candidates will possess excellent organizational, problem solving and customer service skills. Candidates must be detailed oriented, possess the ability to work in a fast-paced environment, meet deadlines and be able to manage multiple projects. Candidates must also possess excellent knowledge of word processing and spreadsheet software. Candidates must have the ability to maintain confidentiality and interact professionally with a wide variety of persons. Candidates will be expected to work independently, while being part of a judicial team. Finally, candidates must possess top-notch oral and written communication skills. Some local travel may be required. Preferences include, previous legal training, legal secretarial experience or other knowledge of court

rules, policies and procedure. A BA/Paralegal degree preferred, with a minimum of two years of general experience and five years of specialized experience.

Benefits:

Employees of the U.S. District Court are not classified under Federal Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court
Attn: Human Resources Manager
U.S. Courthouse
300 South Fourth Street, Suite 202
Minneapolis, MN 55415
hr-usdc@mnd.uscourts.gov

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required. A background check is required.

The Court is an Equal Opportunity Employer